

## **LEASE OF STATE RADIO VAULT SPACE**

**3343**

(Sept. 1999)

CDF operates many radio vaults statewide for its own use. Where there is space available in a vault, that space may be leased, normally for a period of five years. DGS, RESD must approve all vault space leases to non-state agencies.

If a request for vault space involves the installation of a microwave dish, a study considering factors such as wind load must be done to insure the safety of the dish at that location. The cost of such a study is the responsibility of the requesting party. The Telecommunications Division of DGS must approve all applications for communications facilities (forms COM-310 or TD-312).

NOTE: CDF vaults operated on BLM lands require all non-state applicants for vault space to obtain BLM permission prior to making application to the state.

## **LEASE OF VAULT SPACE TO OTHER STATE AGENCIES (SAM §4572)**

**3343.1**

(Sept. 1999)

Form COM-310, Interagency Radio Vault Space Application and Permit, is the standard form for leasing vault space and related services to another state agency. This form should not be used for land leases or land uses, which are to be done on a separate interagency agreement form. The rates for vault leases are set, standardized, and revised periodically by the Statewide Telecommunications Users Forum (STUF), of which CDF is a member. Fees are standard and reciprocal for all state agencies. And tenure is indefinite and may be changed by application.

Form COM-310 is completed by the requesting state agency and DGS Telecommunications. The CDF Technical Services Lands Unit is responsible for obtaining all necessary COM-310 permit signatures, calculating COM-310 total charges, and distributing the executed document(s).

The actual oversight of the installation of radio equipment in a new facility is the combined responsibility of the CDF Unit Facilities Section, the CDF Telecommunications Section, and DGS, Division of Telecommunications.

Activities and decisions are coordinated by the responsible representatives of the three offices through regularly schedule meetings.

## **COM-310 APPLICATION PROCEDURE**

1. Requesting state agency and DGS Telecommunications discuss and agree on vault space need.

2. DGS Telecommunications initiates the COM 310 and submits to CDF Technical Services Lands Unit.
3. Lands Unit completes information on the COM 310 and submits to requesting state agency for signature.
4. Requesting state agency returns signed 310 to Lands Unit.
5. Lands Unit submits requesting state agency signed 310 to CDF Telecommunications for signature.
6. CDF Telecommunications signs COM 310 and returns 310 to Lands Unit.
7. Lands Unit keeps the original COM 310 and distributes copies as follows:

Requesting state agency  
Region  
Unit  
CDF Accounting  
State Controller  
CDF Telecommunications  
DGS Telecommunications

**LEASE OF VAULT SPACE TO NON-STATE AGENCIES (FORM TD 312)**  
(Sept. 1999)

**3343.2**

All non-state applicants are to use the TD-312 form (Radio Vault Space Application) when requesting space or use of CDF communication sites or facilities.

The applicant completes the technical portion, signs, and transmits the form to the CDF Technical Services Lands Unit together with an application fee of \$500 for either a new installation or a renewal/modification of an existing lease. The Application fee of \$500 is typically non-refundable; however, if it is determined at the first level of review by CDF that the application can not be fulfilled and will have to be denied, the Technical Services Lands Unit will notify the applicant of the decision and return the fee. (Because of the possibility of denial, applicants are encouraged to check with the appropriate unit about the availability of space in their vaults before starting the application process.)

In addition to the Application fee, there is an Administrative fee, typically \$1500, which is assessed to cover the costs associated with lease preparation and engineering reviews which must be paid at the time of the execution of the lease. Also there are Service fees for inspection, engineering, and other miscellaneous costs associated with site preparation of the vault which are paid at the time of the execution of the lease.

The Application and Administrative fees are paid to the CDF while the Service fees are paid directly to the Department of General Services, Telecommunications Division. The fees for public agencies can be paid as a lump sum or be included in the first year's rent which is billed in arrears as agreed to at the time the lease is negotiated.

In summary, fee information is as follows:

- New applications require a \$500 Application fee.
- Renewals require a \$500 Application fee.
- Both new and renewal leases require a \$1500 Administrative fee.
- Fees are set by schedule developed by the Statewide Telecommunications Users Forum (STUF).
- Fees for reciprocal users, most favored users, commercial users, and Volunteers in Prevention (VIP) users can vary from that which is on the schedule.
- Service fees may be required, and are determined by the Department of General Services based on the nature of the work.

Care must be exercised whenever making any statement concerning the availability of space or the cost of specific facilities. Rates should be quoted only after a careful analysis of the tenant's stated needs, as set forth on the application.

A reciprocal user of a state communication facility is one who also has a vault in which the state has, or plans to have, space at a reciprocal rate, or a user who grants CDF the use of some other significant, directly related service.

All rent revenue (from leases) is sent by the lessee to CDF and DGS RESD in two separate checks.

When notice is received by the Lands Unit from a lessee that a vault lease is to be terminated, 1 ) a review of status must be made, and 2) notification of termination must be distributed.

Notice of termination is distributed by the Lands Unit to DGS RESD, DGS Telecommunications, CDF Telecommunication, Region and Unit ECC Chiefs, and CDF Accounting office.

In addition the Lands Unit requests that the Unit ECC Chief report the vault conditions and equipment removal date to Technical Services, and that CDF Accounting reports the payment status to Technical Services.

*If the conditions of termination ARE NOT favorable, the Lands Unit, using information from the unit and/or CDF Accounting, sends a letter to the lessee regarding any problems with the termination. If the conditions of termination ARE favorable, but no official notice has been received from the lessee, the Lands Unit notifies the lessee requesting a signed request as final confirmation of termination.*

Before space in any CDF vault on BLM lands can be subleased to an applicant, except a state agency, the applicant must first obtain BLM's written permission. Such permission is not required for the lease of space to another state agency because rights of way are issued in the name of the state.

#### Preparation Sequence for TD-312

For existing leases:

Expiration Notice with a blank TD 312 form is sent from CDF Lands Unit to lessee with request to provide updated data.

For all leases:

1. TD-312 application is prepared by lessee (applicant) and sent to CDF Technical Services Lands Unit with application fee of \$500 and BLM letter, if appropriate. (Federal agencies may pay application fee in arrears.)
2. TD-312 application is sent from CDF Lands Unit to the Unit Emergency Command Center Chief who has 14 days to review and comment on the application; the application fee is sent to CDF accounting for processing.
3. TD-312 application is forwarded from CDF Lands Unit to DGS Telecommunications for technical review. A copy of the application is also sent to CDF Telecommunications and DGS RESD.

4. DGS Telecommunications sends the TD-312 with technical concurrence to DGS RESD and to CDF Telecommunications and the Lands Unit.
5. DGS RESD negotiates terms and conditions, including rent to be paid, with lessee (applicant).
6. Lands Unit prepares appropriate lease document based on information from RESD.
7. Prepared lease package (7 copies) is sent from Lands Unit to lessee (applicant) for signatures, together with a request for payment for the administration fee to be sent directly to CDF Accounting.
8. Lessee (applicant) returns signed lease package to the Lands Unit and sends the administration fee to CDF Accounting.
9. The Lands Unit obtains CDF signatures from the Deputy Chief, Command and Control Systems and the Real Property Manager.
10. The signed lease package is sent from the Lands Unit to RESD for final approval and signature by DGS.
11. The signed lease is returned to the Lands Unit from RESD for final distribution as follows: originals to lessee, Lands Unit file, Region, DGS RESD, and CDF Telecommunications; copies to Unit, CDF Accounting, and DGS Telecommunications.

**FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE  
FOR FORMS/FORMS SAMPLES SITE LINK.**

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